

Model Form: Electronic Records Production Control Self-Warranty

Part A

Identification of Originating Government Office and Specified Records

Type of Government Office: State () County () Municipal () *Other ()

For *Other*, enter name of "parent" agency unless unassigned.

**Other* includes assigned and unassigned offices (authorities, boards, bureaus, commissions, councils etc.)

Name of Office:

Address: _____

Telephone: (____) _____ Fax: (____) _____

If a State agency, name of

Unit: _____

Branch: _____

Section: _____

Division: _____

Department: _____

Records Series (item no.) if assigned:

(Note: If not assigned, contact the Records Services Branch)

Records Retention & Disposition Schedule Title:

Brief Description of Records:

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Part B

Self-Warranty

I certify that to the best of my knowledge and belief the records specified in Part A of this form (record series number _____) are prepared in accordance with the suggested guidelines as indicated by the following statements.

1. Quality-The specified records are legible, accurate, and complete.
2. The records are produced or reproduced as part of a regularly conducted activity.
3. Detailed, documented procedures are in place and followed when the records are created, copied, or duplicated.
4. The person(s) who creates, copies, or duplicates the records receives formal training on detailed system procedures prior to records preparation.
 - 4.a. Details of the training received are adequately documented.
5. Audit trails document who creates, duplicates, or otherwise prepares the records, what they do in the process, when they do it, and describe the results.
6. Audits are performed periodically to confirm that the process or system produces accurate results.
 - 6.a. The audits confirm that procedures actually followed are in accordance with procedures stated in the procedure's documentation.
 - 6.b. The audits confirm that the process or system produces accurate results.

6.c. The audits are performed by an independent source (i.e., persons other than those who create the records or persons without an interest in the content of the records).

6.d. The audits are adequately documented.

7. The process or system hardware and software are adequately documented.

Signature of Official: _____

Name of Official: _____

Title of Official: _____

Date: _____